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## RECORDS SERVICES DIVISION

Plans, develops, and directs an Agency-wide Records Management Program encompassing the creation of records, their maintenance, organization, and use in the conduct of current business, and the transfer, preservation, destruction, or other disposition of those records not currently required or usable.

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## FORMS MANAGEMENT BRANCH

Develops, installs, coordinates and has technical assistance over Forms Management Programs throughout the Agency.

Establishes forms design, typography, printing and packaging standards and specifications.

Defines Agency requirements for forms initiation, approval, classification, production, quality, distribution, and supply.

Develops, prepares, and disseminates directives, instructional, and training media and provides structure and facilities for guidance, indoctrination and technical training of program participants in the techniques of programing, functional analysis, design, special project research, administrative procedures, etc.

Standardizes specialized forms equipment and supplies for domestic and overseas field activities.

Determines essentiality and finally approves or disapproves requests for new or revised forms, eliminating, consolidating, standardizing, and simplifying where feasible. Approves or disapproves reprint requests. Surveys and coordinates on all regulatory coding forms, effecting complete correlation between proposed preliminary and final-type copy, develops production specifications and requirements for initial distribution, storage, and resupply.

Standardizes applicability of forms of other government agencies to the Agency.

Publishes numerical, alphabetical, and functional indexes and provides reference and technical consultation services.

Inspects, advises, and consults with field and headquarters officials on planning, operation, and technical phases of the program.

Studies functional groups of forms to eliminate, consolidate, standardize, simplify, and improve existing forms and procedures.

Conducts special studies and research projects on forms systems and procedural implementation to improve management and use; provides information for top Agency officials and to report other governmental and congressional requirements.

Maintains government-wide liaison, particularly with respect to Bureau of the Budget, Office of Management and Organization, and the Department of Defense.

Supports the Agency on intra-governmental needs and coordinates to obtain and exchange technical information and to effect wider standardization of forms and procedures.

Maintains liaison with civilian industry relative to the design, production, and utilization of forms in connection with business machines and systems equipment to keep abreast of recent technical developments and to avoid establishment of restrictive specifications.

## REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Formulates the general policies, procedures and standards for decentralized Reports and Correspondence Management Programs throughout the Agency.

Develops and assists in installing programs for the various components.

Develops written rules and program guidelines for the continuing operation of area programs.

Provides training material designed to supplement written rules.

Purchases continuing technical assistance to Area Records Officers and other operating personnel.

Evaluates progress; reports progress to higher authority.

Provides inter and intra Agency liaison on Reports and Correspondence Management matters.

Develops and administers a continuing Reports and Correspondence Program designed to eliminate and prevent unnecessary reports and to improve reporting systems and the content of essential reports.

Conducts analyses of reports and reporting systems of component scope or coordinates such studies involving two or more offices.

Develops, coordinates or assists in the development of Agency-wide significance.

Develops and directs a continuing Correspondence Management Program designed to streamline the preparation and handling of correspondence and improving the quality of correspondence and adequacy of documentation.

Formulates procedure and style standards for the preparation and handling of Agency correspondence and develops written guides for their Agency-wide use.

Develops form and pattern letters, pattern memoranda, correspondence and other letter writing correspondence techniques and provides written guides for their use.

## RECORDS SYSTEMS BRANCH

Develops, coordinates, and has technical assistance over mail and file practices, record systems, and techniques to insure that records provide adequate documentation of the organization, functions, policies, decisions, procedures, and essential transactions of Agency activities.

Formulates Agency guides for use in developing office manuals covering a uniform system for classifying and filing records, and procedures for recording, recording and routing incoming and outgoing communications.

Conducts surveys to analyze records, record systems and procedures and recommend improved record systems to insure efficiency; develops necessary manuals and assists in the installation of approved record systems.

Develops, for course instruction by the Office of Training, a training syllabus on mail and file practices.

Provides technical advice and assistance to the Agency on matters pertaining to mail and file, and records systems and practices.

Maintains liaison with Area Records Officers.

Develops procedures and coordinates a program for the orderly deposit in a Repository of all vital materials, pertinent to the activities of the Agency.

Develops Agency standards and assists in the effective application of filing equipment and supplies.

Coordinates Agency-wide operation of the standards and, with the Records Disposition Branch, develops procedures for the orderly control through the use of the records control schedule.

Maintains liaison with the Records Disposition Branch regarding purchase approvals of such equipment.

Develops, installs, and coordinates an effective servicing program to assist Agency personnel in determining the need for and the selection of office machines and equipment. Prepares and issues guides for use in the selection of such equipment and establishing utilization, replacement and disposal criteria.

Reviews and approves all proposed identification requests as to validity and feasibility; reviews and files such files; provides technical assistance for planning proposed projects and technical equipment where needed for the creation of complete records; techniques and standards of quality for file and equipment and maintains a perpetual inventory of all microfilm equipment to assure full utilization.

## RECORDS DISPOSITION BRANCH

Establishes standards for the development of an Agency records scheduling program, including: inventory and appraisal, records control schedules, records disposal schedules, and obtaining Congressional authorizations.

Trains Area Records Officers in the techniques of records scheduling.

Assists Area Records Officers in developing and implementing their scheduling program.

Establishes and implements the records scheduling program in those offices that do not have full-time records officers.

Conducts surveys to determine the effectiveness of scheduling programs in the elimination or removal of records.

Maintains liaison with the General Services Administration on all matters pertaining to the destruction, preservation, loan and transfer of records.

Develops, in coordination with the Records Center Branch, procedures for the transfer and servicing of semi-active and inactive records.

Develops, in coordination with the Records Systems Branch, procedures for file equipment control through the use of records control schedules.

## RECORDS CENTER BRANCH

Plans, develops, and directs Records Center operations to meet the needs of operating offices and the Agency Records Management Program.

Provides for the transfer of Agency records from operating offices to the Center.

Stores and protects the Agency's permanent records and provides reference service therefrom.

Expeditiously disposes of those records in custody of the Center authorized for destruction.

Preserves records worthy of permanent or long-term retention.

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